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1 October 1953

REPORT FOR THE WEEK OF 28 SEPTEMBER - 2 OCTOBER

To: Director of Training

From: Management Training Division

Accomplishments

✓ Conducted the initial phase of the Human Resources Program with an exceptionally fine group of ten supervisors in the Washington Depot,- this is the sixth group of supervisors in this program in Logistics.

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A verbal understanding was effected between [redacted] Assistant Training Officer, [redacted] Mr. Eckel, and myself regarding the part that the Management Training Division will play in planning, organizing, and conducting training for Building Emergency Officers and for general Emergency Planning. The extent of our activity would be similar to our participation in the Personnel Evaluation Report Training for the Personnel Office; Records Management Officer Training for the General Services Office; and the contemplated Regulatory Issuances Course for DD/A. No specific plans at present.

Plans

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As a result of the reactions of the OC Division Chiefs to my summary report on the initial phase of the Human Resources Program in OC, I am in the process of working out scheduling arrangements with [redacted] for follow-up meetings in that Office. It was most heartening to read the memos to [redacted] regarding the summary report of 23 June.

I am seeing [redacted] to discuss follow-up activities in FE as soon as we can coincide on time.

[redacted] Chief of RI, has requested that the H. R. Program be conducted for the assistant supervisors in RI; this will probably begin on 20 October for approximately eighteen supervisors.

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[redacted] has been able to get a fairly firm estimate from [redacted] regarding Clerical Induction Training loads up through May 1954. It is our joint estimate that we will need our present staff to meet induction training requirements for clerical personnel certainly through March 1954.

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[redacted] has written an informative and sprightly report on the first anniversary of the Clerical Orientation Course that has been sent direct to you by [redacted]. I have requested [redacted] to elaborate on the suggestions contained in her report.

cc. to

Chief, Management Training Division

25 YEAR RE-REVIEW

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